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OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
110th Congress

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.

Name of Employee (print or type): Leslee Gilbert

Name of Accompanying Family Member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): _____

Date of Departure and Date of Return: June 30-July 2, 2008

Dates at Personal Expense: None

Itinerary (cities of departure – destination – return): Washington DC--Portland, OR--Seattle, WA--Washington DC

Sponsor(s) (who paid for the trip): Information Technology & Innovation Foundation

Describe meetings and events attended (attach additional pages if necessary): Toured research and development facilities at Intel, the Oregon Health & Science University, Microsoft, and Boeing. Met with information technology officials.

Attached to this form are EACH of the following (signify "yes" for each item by checking the corresponding box):

1. ☒ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments; *Note: The original did not contain an agenda.*
2. ☒ the Privately-Sponsored Travel Approval Form completed by the employee; *and*
3. ☒ the Committee on Standards' letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (signify "yes" by checking box): ☒

If not, explain: _____

AMU

TRAVEL EXPENSES:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$912.00	\$388.29	\$217.43
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:		
For accompanying family member:		

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE: _____

DATE: 7-16-08

I authorized this travel in advance. I have determined that all of the expenses listed above were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Ralph M. Hall

SIGNATURE OF SUPERVISING MEMBER: _____

DATE: 7-16-08

Version date 4/2007 by Committee on Standards of Official Conduct

STEPHANIE TUBBS JONES, OHIO
CHAIRWOMAN

GENE GREEN, TEXAS
LUCILLE ROYBAL-ALLARD, CALIFORNIA
MICHAEL F. DOYLE, PENNSYLVANIA
WILLIAM D. DELAHUNT, MASSACHUSETTS
WILLIAM V. O'REILLY,
CHIEF COUNSEL/STAFF DIRECTOR
DAWN KELLY MOBLEY,
COUNSEL TO THE CHAIRWOMAN

ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

June 3, 2008

DOC HASTINGS, WASHINGTON
RANKING REPUBLICAN MEMBER

JO BONNER, ALABAMA
J. GRESHAM BARRETT, SOUTH CAROLINA
JOHN KLINE, MINNESOTA
MICHAEL T. MCCAUL, TEXAS

TODD UNGERECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

Ms. Leslee Gilbert
Committee on Science and Technology
394 Ford House Office Building
Washington, DC 20515

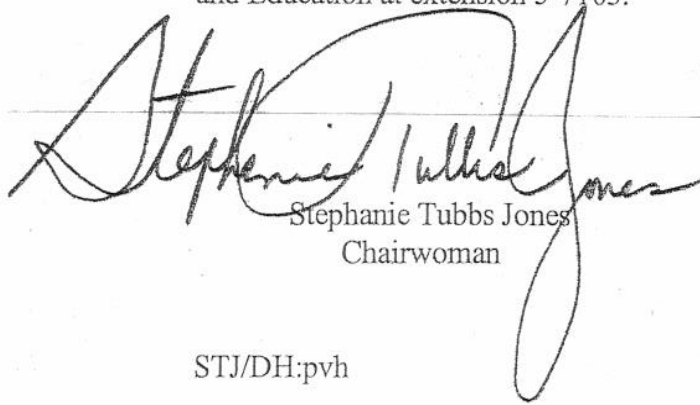
Dear Ms. Gilbert:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Portland, Oregon and Seattle, Washington scheduled for June 30 to July 2, 2008 sponsored by the Information Technology and Innovation Foundation.

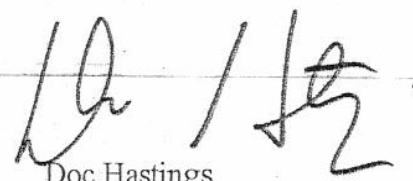
You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Stephanie Tubbs Jones
Chairwoman



Doc Hastings
Ranking Republican Member

STJ/DH:pvh

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers and Employees
(submit directly to the Committee)

This form should be completed by House Members, officers or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule XXV, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer or employee, together with the completed and signed Private Sponsor Travel Certification Form.

Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.

1. Name of Member, officer or employee (traveler): Leslee Koch Gilbert
2. Sponsor(s) (who will be paying for the trip): The Information Technology and Innovation Foundation

3. Travel destination(s): Washington DC--Portland, OR--Seattle, WA--Washington, DC
4. a. Dates of travel: June 30, 2008-July 2, 2008
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Name of accompanying family member (if any): _____
b. Relationship to Member/Officer: ☐ Spouse ☐ Child ☐ Other (specify): _____
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No
b. If yes, check one of the following:
(1) Approval for one-night's lodging and meals is being requested: ☐ or
(2) Approval for two-nights' lodging and meals is being requested: ☐
If "(2)" is checked, explain why the second night is warranted: _____

7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒

8. Explain why participation in the trip is connected to your official or representational duties:
As the staff director for the House Science and Technology Committee, the trip allows me to gain more
information about a policy area directly related to the committee.

9. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:

Leslee K. Gilbert

Name of Signatory (if other than traveler):

For staff, name of employing Member/Committee: Congressman Ralph M. Hall

Office address: 394 Ford Building

Phone number: 202-225-9816

Email address: leslee.gilbert@mail.house.gov

NOTE: You must complete the contact information fields above, as Committee staff may need contact you if additional information is required.

FOR STAFF:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Ralph M. Hall

Signature of Employing Member

Date:

May 22, 2008

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

Version date 9/2007 by Committee on Standards of Official Conduct

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.

1. Sponsor(s) (who will be paying for the trip): The Information Technology and Innovation Foundation

2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): see attachment 1

6. Dates of travel: June 30, 2008 - July 2, 2008
7. Cities of departure – destination – return: Washington DC - Portland, OR - Seattle, WA - Washington DC

8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box): ☒
9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☒ or
 - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. One-night's lodging and meals are being offered: ☐ or
 - b. Two-nights' lodging and meals are being offered: ☐If "b" is checked, explain why the second night is warranted: _____

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify "yes" by checking box*): ☒
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: _____
ITIF is planning and organizing the trip. _____

13. Describe each sponsor's organizational interest in the purpose of the trip: _____
See Attachment 2

14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (*i.e.*, a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: commercial flight (coach class), bus

15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify "yes" by checking box*): ☒
16. I represent that either (*check one of the following*):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ *or*
- b. The trip involves events that are arranged or organized *specifically with regard* to congressional participation: ☒
- If "b" is checked, detail the cost per day of meals (approximate cost may be provided): \$60

17. Reason for selecting the location of the event or trip: See Attachment 3

18. Name of hotel or other lodging facility: Benson Hotel, Portland; W Hotel, Seattle
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$154 (Benson);
\$199 (W)
20. Reason(s) for selecting hotel or other lodging facility: Proximity to event sites.

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$900	\$353	\$180
For each accompanying family member			

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (<i>e.g.</i> , taxi, parking, registration fee, <i>etc.</i>)
For each Member, Officer, or employee		
For each accompanying family member		

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (*signify "yes" by checking box*): ☒

23. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name and title: Robert D. Atkinson, Ph.D. _____

Organization: The Information Technology and Innovation Foundation _____

Address: 1250 "I" St., NW, Suite 200, Washington, DC 20005 _____

Telephone number: 202-626-5732 _____

Fax number: 202-638-4922 _____

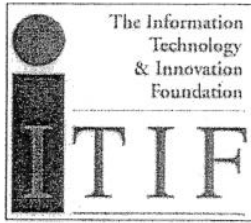
Email Address: ratkinson@itif.org _____

The Committee staff may contact the above individual above if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct



**Invitation to the ITIF Education Staff Trip to the Pacific Northwest
Monday, June 30, through Wednesday, July 2**

May 14, 2008

Dear Staffer,

The Information Technology & Innovation Foundation, a non-partisan think tank, is inviting you and a select group of other senior House staffers to participate in an IT educational trip to the Portland, Oregon, & Seattle, WA, from Monday, June 30th, through Wednesday, July 2. Please join us.

Note that ITIF has consulted with the House Committee on Standards regarding this event, and the Information Technology & Innovation Foundation will be happy to cover costs related to the trip, including the flights, hotel expenses and group meals. We have the form available for you to submit.

As you understand, in the new global economy information and communications technology are the major drivers not just of improved quality of life, but also of economic growth. Moreover, there are strong indications that IT has the potential to continue driving growth for the foreseeable future. We believe a trip to see and meet the leaders in the IT economy are critical to help ensure you and your colleagues appreciate this fundamental reality and more fully understand how IT is evolving, what the new applications are, and what the policy implications of these developments are.

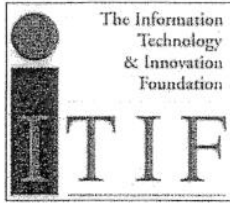
Below is the current agenda for the trip, as well as a brief description of the Information Technology & Innovation Foundation. We plan to do visits to Microsoft (we will tour the Digital Home of the Future), Intel, Boeing (the Everett, WA, plant) and the Oregon Health & Sciences University, as well as to meet and hear from some of the true leaders in the innovation economy.

Again, we have consulted with the House Committee on Standards regarding this event, and encourage you to contact the Committee at (202) 225-7103 if you have any questions.

If you have not already, please contact Helen Milby at 202-548-0021, or helen@helenmilby.com, to let us know if you are available and interested in participating, and please submit the attached form to the Committee on Standards of Official Conduct, as well as fax the attached registration form to Andrea Mietus so that we can work with you to make travel arrangements; we believe it will be a great and important opportunity—and hope you will be able to join us.

Sincerely,

Rob Atkinson
ITIF President



About The Information Technology and Innovation Foundation

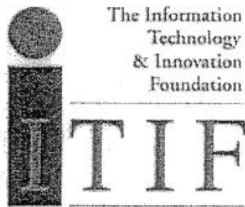
ITIF is a non-partisan research and educational institute – a think tank – whose mission is to formulate and promote public policies to advance technological innovation and productivity internationally, in Washington, and in the states. Recognizing the vital role of technology in ensuring American prosperity, ITIF focuses on innovation, productivity, and digital economy issues. Our board is co-chaired by two former Members of Congress, Cal Dooley and Nancy Johnson.

Technological innovation, particularly in information technology, is at the heart of America's growing economic prosperity. Crafting effective policies that boost innovation and encourage the widespread "digitization" of the economy is critical to ensuring robust economic growth and an improved standard of living. However, as in any new and changing situation, policymakers have varied awareness of what is needed and what will work. In some cases, legislators have responded to new and complex technology policy issues with solutions more suited for the old economy. And as the innovation economy has become increasingly important, opposition to it from special interests has grown. Finally, the excitement that the press, pundits and decision makers showed toward the information technology (IT) revolution in the 1990s has all too often been replaced with an attitude of "IT doesn't matter." It's time to set the record straight that IT is still the key driver of productivity and innovation.

As a result, the mission of the Information Technology and Innovation Foundation (ITIF) is to help policy makers at the federal and state levels to better understand the nature of the new innovation economy and the types of public policies needed to drive innovation, productivity and broad-based prosperity for all Americans.

ITIF publishes policy reports, holds forums and policy debates, advises elected officials and their staff, and is an active resource for the media. It develops new and creative policy proposals to advance innovation, analyzes existing policy issues through the lens of advancing innovation and productivity, and opposes policies that hinder digital transformation and innovation.

Located in Washington, DC, The Information Technology and Innovation Foundation is a 501(c)(3) nonprofit organization founded in 2006.



WORKING SCHEDULE: ITIF Trip to the Pacific Northwest, June 30 through July 2

Monday, June 30, Portland

8:00am ET Suggested Staff Flight: Depart National Airport Alaska Airlines Flight #1
(Thru Seattle)

12:20pm PST Arrive Portland Airport

 Shuttle with Box Lunch to Site #1

1:45pm Site Visit #1—Intel

4:00pm Van to The Benson Hotel

6:30pm Cocktails and Dinner Program: Speaker to be announced
The Portland City Grill, 111 SW Fifth Avenue

RON The Benson Hotel, 309 SW Broadway

Tuesday, July 1, Portland / Seattle

8:00am Shuttle Bus to Oregon Health & Science University for Breakfast and Tour

10:00am Bus with Box Lunch to Seattle

1:30pm Seattle Site Visit #1—Microsoft

4:00pm Depart Microsoft for the Hotel

6:30pm Walk or Shuttle from Hotel to Dinner

7:00pm Cocktails and Dinner Program: Speaker and Location to be announced

RON The W Hotel, 1112 Fourth Avenue

Wednesday, July 2, Seattle and departures

8:00am Breakfast at Hotel with Speaker TBA

9:15am Depart Hotel on shuttle to Seattle Site Visit #2—Boeing

9:45am Site Visit #1—Boeing, Everett, WA, plant

12:00 noon Shuttle with Lunch to Seattle Airport for Departures

1:50pm PST Suggested Flight: Depart Seattle Alaska Airlines #2

9:45pm EST Arrive Washington National Airport